

CIA Staff File

4 August 1982

MEMORANDUM FOR: Office of General Counsel
Office of Inspector General
Director of Security

STAT

FROM: [REDACTED]
Deputy Chief, Benefits and Services Division/OP

SUBJECT: Disappearance of EAA Store Merchandise

The Manager of the Employee Activity Association Store has reported the apparent theft of several items from the store. The items are:

	<u>Cost</u>	<u>Date</u>
Battery terminal cleaner Model 70-043	\$ 1.52	30 July 82
Sanyo Stereo Cassette player Model TMG-1	105.71	Between 1 April and 30 June 1982
TOTAL	<u>\$107.23</u>	

The apparent thefts were confirmed by the Store when the merchandise was found missing from the display containers.

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Distribution:
1 - Each Addressee
1 - BSD Chrono
1 - BSD Subject File

DD/Pers/SP/ [REDACTED] Aug 82)

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12 August 1982

NOTE FOR: EAA President

We have a 6 month money market certificate maturing 24 August 1982 at American Security and Trust for approximately \$36,000.

We have a 6 month money market certificate maturing 23 September 1982 at the Credit Union for approximately \$13,400.

Today's rates are:

6 month money market certificates - 11.07%

15 month Treasury certificates - 13.2%

I don't know of any immediate needs for this money and we have a little over \$8,000 in Credit Union share account.

Suggest we reinvest the \$36,000 in a 15 month Treasury certificate for the greater interest and reinvest the \$13,400 in a 6 month money market certificate.



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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	
OFFICIAL ROUTING SLIP			
STAT			
TO	NAME AND ADDRESS	DATE	INITIALS
1			
2			
3			
4			
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	
Remarks: <i>These two certificates mature in Aug & Sept. Perhaps if we don't need the money we could purchase Treasury Certificates instead. They pay more interest & the minimum time is 15 months. Let me know.</i>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.		DATE	
UNCLASSIFIED	CONFIDENTIAL	SECRET	

FORM NO. 237 Use previous editions (40)
1-67

BANK

1/30

, N.W.
.C. 20006

Market Certificate will be automatically converted to American Security Bank rate. If you wish to change from the previous period cannot be

rate at the time of renewal. Details

MATURITY DATE	AMOUNT
*****	*****
08-24-82	\$35,995.77

We offer and encourage you to contact us if we can provide many financial services.



J. Houghton

Assistant Vice President
Telephone: 624-4331

JGH/lb

AMERICAN SECURITY BANK

1/30

City Office
1612 K Street, N.W.
Washington, D.C. 20006
July 27, 1982

Employee Activity Assn. Inc.
P.O. Box 241
McLean, VA 22101

Dear Sir:

This is to advise you that your 6-Month Money Market Certificate will be automatically renewed for you upon maturity at the then prevailing American Security Bank rate. If you wish to redeem all or part of your certificate at maturity, you must contact your branch prior to that date. Once renewed, the principal and interest earned from the previous period cannot be withdrawn without penalty until the new maturity date.

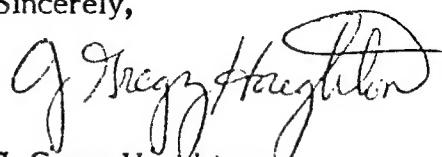
We will send you a statement confirming the new rate at the time of renewal. Details concerning your current certificate are as follows:

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CUSTOMER NUMBER	CERTIFICATE ISSUE DATE	MATURITY DATE	AMOUNT
[REDACTED]	***** 02-24-81	***** 08-24-82	***** \$35,995.77

We at American Security Bank value you as a customer and encourage you to contact us if we can be of further assistance for this or any other of our many financial services.

Sincerely,



J. Gregg Houghton
Assistant Vice President
Telephone: 624-4331

JGH/lb

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Approved For Release 2005/08/03 : CIA-RDP85-00375R000300120033-1

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OR: MI. B.

[redacted] called me last week regarding
one of the three desks in [redacted] office.
He would like to have one of them removed
so he can use the space. Thought we would
get your OK first. [redacted] typed up the attached
and if you think its OK we will send 1490 to
Logistics.



Yes  No _____

Approved For Release 2005/08/03 : CIA-RDP85-00375R000300120033
Date 115-1082

REQUISITION OR TURN-IN FOR ADMINISTRATIVE SUPPLIES AND EQUIPMENT					Page _____ of _____ Pages
DELIVER TO		EXTENSION	ROOM NO.	BUILDING	REQUISITION NO.
			ROOM NO. 5E58	BUILDING Hqs	COST CENTER NO.
					DIVISION AND BRANCH OP/Admin
					DATE 8/4/82
CERTIFICATION					
<p>I CERTIFY that the quantities of items listed below have been received except as otherwise noted. If the items are turn-ins of file cabinets, desks, tables or similar type items, I CERTIFY they have been checked to ensure that no classified material has been left therein.</p>					
DATE		SIGNATURE			
ITEM LISTING					
ITEM NO.	STOCK NO.	DESCRIPTION		QUAN-TITY	UNIT PRICE
1		Gray metal full-size desk		1	ea
<p>** If no one is in the office, please go nextdoor to the EAA Store</p>					
TOTAL					
COMPLETE ONLY IF ABOVE ITEMS ARE TURN-INS					
PICKUP FROM (Person to contact)			ROOM NO.	BUILDING	
			GF-44	Hqs	

9 August 1982

MEMORANDUM FOR THE RECORD

From: EAA Store Manager
To: Chief, Benefits and Services Division
Subj: Cash shortage

STAT

1. At the close of business on 5 August 1982, a shortage of \$5.84 was found in the cash count for the day in the drawer [redacted]. I have carefully gone over the daily work sheet and a shortage does exist.

2. It is recommended that this shortage be excused.

STAT



APPROVED:



DISAPPROVED:

Subject file

7 June 1982

MEMORANDUM

From: EAA Store Manager
To: Chief, Benefits and Services Division
Via: Deputy Chief, BSD

Subj: Stolen merchandise

1. On 4 June 1982, a Mini AM/FM Cassette Recorder was stolen from the EAA Store. It was a Sanyo Model M1770 costing \$72.63.
2. Request permission to write-off as a loss.

STAT

APPROVED:

STAT

STAT

[Redacted] President, EAA

DISAPPROVED:

B. DeFelice, President, EAA